

RECORDS REQUEST FORM

- ◆ You may come into the office to review files any day Monday through Friday during business hours from 8:00 a.m. to 5:00 p.m*.
- ◆ Copies of any or all of the material may be made at \$0.75 for the first page (of each document) and \$0.10 per page thereafter.
- ◆ A fee of \$4.00, payable in advance, is required for dubbing of cassette tapes. Blank cassette tape(s) must be supplied at time of request.
- ◆ Payment must be received before copies are made or tapes dubbed. Archived information, which is not readily available, may take additional time to locate.

PLEASE COMPLETE THE FOLLOWING:

MINUTES: _____ Date of meeting(s)/Committee

CASSETTE: _____ Date of meeting(s)

Available after minutes accepted by Board for as long as retained.

OTHER: _____

Signature _____

Telephone _____

*Although not required, we urge researchers to call us at 589-3010 before coming to the office to review records. This will allow us time to pull the records and to let you know if our small conference room is available for your use and convenience at the time you wish to work. For a more complete explanation of costs that may be involved, please visit our Records page.